

**CITY OF CLIFTON TENNESSEE
NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS
AND LETTERS OF INTEREST**

January 15th, 2020

The City of Clifton TN, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to construction of a sidewalk to connect our downtown area with our City Park. This is a federally funded project with local match. The project shall be accomplished in accordance with TDOT Local Programs guidelines. The professional consultant engineering consulting firm must be on TDOT's pre-approved list or have a completed pre-qualification form filed with TDOT by the deadline for the Letters of Interest. The prequalified firm must have unlimited status. Responsibilities of the professional consultant firm include, but are not limited to:

Required Scope of Services

- Preliminary Engineering
- Project Design
- Right-of-Way
- Construction Inspection

Estimated Schedule for Performance of Work

- | | |
|-------------------------|---------------|
| • Funding Award | October 2019 |
| • NEPA Complete | April 2020 |
| • Design Complete | July 2020 |
| • Right-of-Way Complete | December 2020 |
| • Construction Complete | October 2021 |

Firms may request consideration by submitting a letter of interest along with qualifications to the City of Clifton, TN, PO Box 192, Clifton, TN 38425, Attn: City Manager. All letters of interest must be received by the City of Clifton on or before 4:00 pm on the 29th of January, 2020. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. Method of payment will be lump sum.

Phase I Evaluation

For Phase I evaluations firms shall submit letters of interest with firm contact information including name, address and e-mail of primary contact. The letters of interest shall also include:

- Work experience in sidewalk construction with TDOT, the City of Clifton or other municipalities in the State of Tennessee.
- Specialized Expertise in sidewalk construction.
- Professional licensing in sidewalk construction.
- Staff capabilities and experience as a prime consultant.
- Size of projects completed in the past and unlimited prequalification status.

From the letters of interest, the City of Clifton will select 3 qualified firms to submit Phase II qualifications. From this list the top ranked consultant will be selected.

Phase II Evaluation

The City of Clifton will evaluate the top 3 firms on the following criteria (relative weight):

- a. Workload capacity; including amount of work currently under contract with TDOT or other municipalities. 30%
- b. Past performance on TDOT, City of Clifton, or other municipality projects. 30%
- c. Technical approach, project understanding, innovation concepts or alternatives, and quality control procedures. 20%
- d. Other factors including interviews and demonstration(s) of completed projects, as approved by the City of Clifton. 20%

The consultant evaluation committee holds the ability to conduct interviews based on scoring as Phase III Evaluation.

Prequalification procedures, example letter of interest, list of pre-qualified firms and certified DBEs, TDOT's standard procurement policy, and additional information can be found at this internet address <http://www.tn.gov/tdot/topic/consultantinfo>. For information on prequalification, please contact Christine Smotherman at (615)741-4460 or Christine.Smotherman@tn.gov.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex, creed or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements by the City of Clifton. For information on DBE certification, please contact David Neese at (615)741-3681 or David.Neese@tn.gov. Details and instructions for DBE certification can be found at the following website: <http://www.tn.gov/tdot/topic/small-business>.